

National Estuary Program

**Puget Sound
Marine and Nearshore
Grant Program**

**REQUEST FOR
GRANT PROPOSALS:**

*Improving Compliance
with Puget Sound
Marine Shoreline
Regulations*

September 2, 2014



Improving Compliance with Puget Sound Marine Shoreline Regulations

REQUEST FOR GRANT PROPOSALS

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IMPORTANT DATES

August 13, 2014	Notice of Intent Released
September 2, 2014	Request for Grant Proposals published
October 31, 2014 12:00 PM (Noon)	Proposal Submission Deadline
November 3 – November 14, 2014	Proposal evaluation period
November 19, 2014 <i>Approximately</i>	Successful proposals chosen
Mid-November – December 2014 <i>Approximately</i>	Grant Agreements negotiated and awarded
January 2015 – Sept 2016 <i>Approximately</i>	Project implementation

This grant opportunity is provided by the Puget Sound Marine and Nearshore Grant Program (Grant Program), co-led by Washington Departments of Fish and Wildlife and Natural Resources. The program is funded by the Environmental Protection Agency to implement priorities of the *Puget Sound Action Agenda* to protect and restore Puget Sound habitat and ecosystem function.

It is anticipated that \$800,000 will be available for this grant opportunity for multiple awards. Individual grants for successful proposals will be up to \$160,000, depending on the scope of the proposal.

Washington Departments of Fish and Wildlife and Natural Resources reserve the right to amend this solicitation for administrative or technical purposes, or to make no awards. Application materials and amendments are posted at the Puget Sound Marine and Nearshore Grant Program website at http://wdfw.wa.gov/grants/ps_marine_nearshore/rfp/. **Please check this site periodically for updates.**

Purpose

The purpose of this Request for Grant Proposals is to fund efforts to improve compliance with Puget Sound shoreline development regulations that are designed to protect marine and nearshore habitat and species. Preference will be given to projects that establish viable self-sustaining strategies to improve compliance, so that ongoing environmental protection is not dependent on continued grant awards.

Background

- Existing regulations are in place to protect marine and nearshore habitat and species, but their effectiveness can be undermined if they are not followed
- In order to be able to evaluate whether existing regulations are effective in protecting resources, they need to be fully implemented
- Regulations that protect resources by guiding development practices along the shoreline are one of the ways that we advance Puget Sound recovery.
- Improving compliance is a priority represented in the Action Agenda in both sub-strategies, regional NTAs and local NTAs.

Eligible Applicants

Eligible applicants include county, city, or tribal governments with Puget Sound marine shoreline. Partnerships among eligible applicants are encouraged. Applicants may also partner with other entities, such as nonprofits or state agencies, but these other entities cannot be the primary sponsor.

Project Period

Project awards will target work to be completed between January 2015 and September 2016. *Projects must be completed by September 30, 2016. There will be no time extensions granted.*

Grants will be provided for projects that strive to improve compliance with existing development regulations along the marine shorelines of Puget Sound. Projects can include a variety of strategies to achieve this goal, and can be designed to address the unique elements of existing regulatory programs. Projects will be evaluated, however, on strength of the contribution that they would make to protection of marine and nearshore habitat and species. The following are activity types that can be included in proposals, including example activities. Projects may propose other activities that do not fall in these categories, but must include the information listed below.

Eligible Activity Types

The following activity types may be included in proposals. Example activities are listed within each category, but proposals can include different specific activities that are not listed under the activity types. For every proposed activity, applicants should describe why it is important and how it could be sustained or contribute to effective regulation beyond the period of grant funding.

These activity types come from recommendations from the research and report (March 2014) that the Grant Program funded to provide recommendations on how to improve compliance with shoreline regulations. Research included literature review, interviews with state agencies and local government staff, and surveys.

1. Monitoring compliance

- Conduct research on compliance rates for permitted activities or monitor change along the shoreline
- Improve tracking methods for compliance and enforcement to provide informative data, as well as data that can be compared across jurisdictions
- Monitor permitted activity along the shoreline, including whether projects are built as permitted

2. Education and outreach

- Provide strategic outreach and education to appropriate audiences
- Provide shoreline landowner trainings, and promote existing training opportunities
- Educate landowners and developers during preliminary permit application processes
- Enhance online information for landowners and others about shorelines and best available science

3. Permitting efficiency

- Improve coordination and consistency of shoreline permitting across jurisdictions and agencies
- Increase professional training opportunities for planners and permit program staff
- Develop networks between local governments and state agencies to improve information sharing and connections to technical experts

4. Enforcement

- Coordinate across local and state enforcement programs to share information and identify opportunities to increase efficiency
- Explore shared staff and resources across compliance and enforcement programs

Other Activity Types

Proposals may include activities that do not fall within the categories listed above, but they must include the following information about the proposed activities:

- What specifically is the activity?
- What is the issue or problem the activity would solve?
- How would the activity improve compliance with existing development regulations?
- How would the activity be sustained or contribute to effective regulation beyond the period of grant funding?

Another resource that may be helpful to you is the set of “Practical Guides for Addressing Protection of Puget Sound Shorelines” documents developed by *Futurewise* under a Marine and Nearshore Grant. Of particular interest is the “Cost-Effective Compliance with Shoreline Regulations” document. The documents are found at: <http://futurewise.org/resources/publications/shorelineprotections>

Additional Project Requirements

In addition to the project activities described above, the following are project requirements.

1. Project administration, such as quarterly progress reports, biannual reporting to EPA (FEATS), invoicing, etc., should be included as a project task.
2. Proposed projects must be designed to improve compliance with existing development regulations. Projects may not include developing new regulations or changing existing regulations.
3. Proposals must target marine (and not freshwater) shorelines of Puget Sound. For this grant opportunity, the eligible area extends north to the Canadian border, west through the Strait of Juan de Fuca to Cape Flattery, and includes Hood Canal.
4. Proposals must identify ways to determine if the project is successful in achieving intended outcomes, including how this would be measured. Performance evaluation will be a required task in all grant funded projects.
5. Proposals must describe how they would advance local and regional priorities of the Puget Sound Action Agenda.

FUNDING INFORMATION

Anticipated Funding Level

It is anticipated that approximately \$800,000 will be available for multiple awards. Individual grants for successful proposals will be up to **\$160,000**, depending on the scope of the proposal.

Providing matching resources is not required, however providing matching resources could improve the overall cost-effectiveness of a proposal (see Evaluation Criteria). In addition, the intent of this grant opportunity is to benefit Puget Sound beyond the period of grant funding. Project Sponsors are expected to demonstrate the organization’s intent and capacity to continue program activities beyond the project period.

Award amounts will be commensurate with reasonable and expected project outcomes. The Grant Program reserves the right to negotiate final project elements with successful applicants. Final award amount and scope may differ from what is proposed. The Grant Program reserves the right to reject all proposals and make no awards under this grant opportunity, or award less than the full amount of funds available.

Source of Funding

Grant awards will be administered through grant agreements between project sponsors and the Washington Department of Fish and Wildlife (WDFW). WDFW is providing these sub-awards under cooperative agreement PC-00J29801 with the U.S. Environmental Protection Agency Region 10.

All awards are subject to both state and federal terms and conditions. A sample of the federal terms and conditions specific to the EPA program are available on the [Grant Program's website](#). Final federal and state terms and conditional will be attached to grant agreements.

Method for Reimbursement

The intent of the Grant Program is to have *deliverables-based* contracts, which means project sponsors are reimbursed the fixed price for completing specific deliverables. *Once the project sponsor has completed and provided a deliverable—and the Grant Program has accepted it—the Grant Program will reimburse the project sponsor for the pre-stated cost of that deliverable.* If the grantee organization has a regular billing cycle, payment can be made on progress for each deliverable. Final payment may be withheld until the deliverable is completed and accepted by the Grant Program

PROPOSAL SUBMITTAL

A complete proposal will include:

1. **The [grant application](#)** as provided on the Grant Program's website
2. **The [budget worksheet](#)** in MS Excel and narrative, as provided on the Grant Program's website
3. **An optional single PDF of any additional attachments**

Please see guidance below for instructions on how to complete the application and budget documents, as well as information about providing any optional attachments. If you are including attachments, please *combine them all into a single PDF*, to be provided with the application. **Be sure to provide all materials required for a complete proposal.**

Grant Application

The Grant Application document includes the following sections:

1. Cover Page

Please completely fill out, sign and date the cover page.

2. Project Overview

Please answer each question relating to the proposed project.

3. Statement of Work

The proposed Statement of Work should list and describe the discrete tasks and deliverables (*specific things developed or produced*) of the proposed project so that there is a clear understanding of what would be accomplished via the grant agreement. Each task should have one or more deliverables. Include the cost per deliverable and completion date.

All projects must include the following tasks:

- *Complete a performance evaluation plan.*
An initial task of each project will be to complete an evaluation plan.
- *Bi-annual progress reporting, as well as a final performance report.*
These are federal requirements of all grant funded projects. Bi-annual reporting is completed in April and October of each year on a form (FEATS) provided by the Grant Program, and final performance reports are required after the completion of the project.

4. Management Proposal

- *Project team description*
Summarize who would be involved with implementation of the proposed project, and their respective roles. Identify the name and organization of the Project Sponsor, as well as anyone the Project Sponsor would subcontract with to complete the project.
- *Statement of qualifications*
 - Provide organizational experience relating to the proposed activities and objectives.
 - Describe how the expertise, qualifications, and knowledge of key project staff (including any contracted resources) will enable them to successfully implement the project.

- Submit a list of no more than three projects similar in size, scope, and relevance to the proposed project that your organization or anyone on your project team performed within the last three years. Describe whether and how you were able to successfully complete and manage the agreements within the original budget and schedule.

Budget Worksheet and Narrative

The budget worksheet and narrative document contains two sections (two tabs on the Excel document):

- *Budget worksheet*
Provide the **total cost** for each deliverable and the cost breakdown for the objects, such as personnel, travel, etc., using the template provided. Costs of work performed by any sub-contractors/partners to the project sponsor must be indicated in “contractual.”
- *Budget narrative*
To evaluate project costs, we require disclosure of whole project cost estimates. A complete budget narrative that describes how all proposed costs were calculated is necessary to evaluate projects. The budget narrative should, at minimum, justify costs stated in the proposal.

Although not required, if matching dollars are provided, proposals should describe in the budget narrative matching dollars or resources that would be used to leverage the grant dollars, thereby improving the cost-effectiveness of the project and increasing the benefit to Puget Sound.

- ‘Personnel’ refers to wages and salaries for staff engaged in project implementation. Narrative should break down costs by staff type, by rates, and hours. Identify project roles for project managers and key staff.
- ‘Fringe Benefits’ are those costs employers incur for providing a package of benefits beyond salary or wages, and can be described as a percentage of wage costs.
- ‘Travel’ should include the method used to calculate travel costs (mileage rate; estimated miles traveled). Costs must not exceed the Washington State per diem rates.
- ‘Equipment’ includes items with a value greater than \$5,000 per unit and a useful life more than 1 year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2. If applicable, provide an itemized list of equipment and indicate why it is more economical to purchase rather than lease.
- ‘Supplies’ are material costs that are not equipment. Please describe quantities and unit costs of supplies.
- ‘Contractual’ costs may not be finalized at the time of application. Individual contracts should be itemized with a brief description of scope, recipient’s qualifications, the basis for the estimate (engineers estimate, firm fixed bid, etc.) and the status of the contract (bid documents prepared, RFP released, etc.).
- ‘Other’ costs should be described by the nature of the expense and the method of estimation.

The following costs are **not** eligible for funding.

- Proposal submittal costs
- Management Fees or similar charges in excess of the direct costs and indirect costs. Expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for similar costs not allowable under this agreement.
- Mitigation Requirements or obligatory compensation incurred by the sponsor or a third-party. Funding, however, may be provided for actions associated with compensation or mitigation, if those elements are above and beyond the mitigation requirements and can be easily isolated from the required mitigation activities.
- Lobbying or litigation against Federal, State or local Governments
- Ordinary operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc., overtime differential paid to employees of local government, and permits and fees required by federal, state, or local regulations.
- Bad debts, uncollected accounts or claims
- Alcoholic beverages
- Interest and other financial costs
- Raffle, door, or other prizes unless authorized by the Grant Program

Additional Attachments (optional)

Supporting documents may be provided in order to improve reviewers' ability to evaluate projects. ***Please combine any additional attachments into a single PDF.***

- A resume or curriculum vitae for project managers and key technical staff.
- Photographs or other graphics which illustrate elements of the proposal.
- Letters from project partners or other stakeholders committing to contribute resources that support project success, or support for the project.

Submittal Format

Complete proposals must be received by **October 31, 2014 at 12:00 PM (noon)**. *Proposals received after this time may be rejected.* Please send complete applications, including the three separate proposal documents, to: PSMarineNSGrants@dfw.wa.gov.

All files should be decipherable when printed on standard letter size paper. The budget must be in Excel. These files can be delivered via one or more e-mails. Each e-mail should be less than 10 megabytes. All submittals received via e-mail will be provided with confirmation of receipt within 2 business days. WDFW is not responsible for e-mail system malfunctions or other factors which prevent successful delivery of proposals prior to the published due date. Sponsors are encouraged to submit materials sufficiently in advance of deadlines, and request return receipt notification of successful e-mail message delivery.

WDFW may choose to not review or inform project sponsors of the completeness of applications prior to the grant opportunity close date. Proposals deemed incomplete or otherwise ineligible will not be reviewed and evaluated, and the project sponsors will be notified within two business days of the ineligibility determination.

Communications regarding the submitted proposal's eligibility or evaluation will be completed by e-mail.
WDFW is not responsible for verifying successful email transmission.

All discussion of award funding level, scope, and project implementation schedules are preliminary until grant agreements are finalized. The project sponsor assumes full risks for any costs incurred prior to selection of projects and subsequent execution of grant agreements. The project description, award, and award scope may differ from the proposal.

PROPOSAL REVIEW PROCESS

Grant Program staff and subject-matter experts will review and evaluate proposals based on the Evaluation Criteria. The Grant Program will then select proposals for funding. Proposals may be rejected as non-responsive if they do not include all required information and documents, and/or if the proposed project does not meet the intent of this grant opportunity.

Evaluation Criteria

Eligible proposals will be evaluated on the criteria listed below. Points will be awarded based on how well each evaluation criterion or sub-criterion is addressed.

1) *Ecological Importance To Puget Sound Recovery (15 points)*

- Demonstrates understanding of threats to Puget Sound habitat and species, and makes a clear and compelling case that proposed project would improve protection of shorelines.
- Proposes an overall approach that is likely to result in a measureable improvement to compliance.
- Project has the potential to improve protection of a significant length of shoreline habitat.

2) *Project Design (50 points)*

- Project activities are clearly and directly linked to improving compliance with existing regulations.
- If collecting data or developing new strategies are included tasks, the resulting information or strategies are directly used to improve compliance.
- Clearly identifies how project effectiveness will be measured using appropriate measures/monitoring.

3) *Long-term Results (15 points)*

- Presents a viable self-sustaining program through a clearly articulated plan for perpetuating results into the future, where ongoing environmental protection is not dependent on future Grant Program funding.
- Demonstrated commitment by entities with authority to use outcomes of the project beyond life of the grant.

4) *Cost-effectiveness (5 points)*

- Budget for grant funds requested is reasonable, complete, and accurate.
- Provides good return on investment.
- Leverages other resources.

5) Project Readiness & Probability of Success (10 Points)

- Key project staff has the expertise and qualifications to successfully accomplish project tasks and activities, as well as demonstrated relevant experience.
- Proposed partnerships are effective and will contribute to achieving project goals.
- Project schedule is realistic and can be completed by Sept 30, 2016.
- Demonstrates readiness to proceed with the project.

6) Puget Sound Action Agenda Priorities (5 Points)

- Proposal is consistent with Local Near-Term Actions or other priorities of the Puget Sound Action Agenda, in the project's implementation area.

QUESTIONS

Questions about this grant opportunity should be sent to PSMarineNSGrants@dfw.wa.gov. Questions received by October 17, 2014 will be answered and responses posted on the Grant Program's Grant & Contract Opportunities webpage: http://wdfw.wa.gov/grants/ps_marine_nearshore/rfp/. Any other communication will be considered unofficial and non-binding on the Grant Program. Applicants are to rely on written statements issued by the Grant Program.